



GIRDWOOD

CHAMBER OF COMMERCE

Girdwood Chamber Development Coordinator

The Girdwood Chamber of Commerce (GCC) is seeking a Development Coordinator to represent the community of Girdwood through the active growth and development of a strong membership base by attracting an increased number of independent visitors and Alaskans for multi-night visits and day trips to the resort community. The Development Coordinator will be tasked with goals to entice new diverse memberships, seek new advertising opportunities and focus on the value returned to the membership through targeted programs and events. The ideal candidate will demonstrate proven success with social media marketing and possess active website development and administration skills. The Development Coordinator will represent all GCC members while marketing the resort destination during presentations, FAM tours or other events that showcase the GCC membership and our high-quality adventure sports and scenic 'Glacier Valley' experiences Girdwood offers while highlighting the vibrant business community of Girdwood.

Girdwood Chamber of Commerce Mission Statement

The GCC will represent the business community of the Girdwood area furthering the development of goals and programs to improve the economic wellbeing of our citizens while communicating the views of the business community.

Application Process

- Please submit proposals ASAP. Interviews will be scheduled, with follow-up Q&A
- Cover sheet/resume/references required for all applicants.
- Girdwood Chamber of Commerce, PO Box 1313, Girdwood AK 99587
- Questions may be directed to GirdwoodChamber@gmail.com.
- Qualified candidates may submit resumes to Girdwoodchamber@gmail.com.

Duties and Responsibilities

- Represent GCC and coordinate activities for all FAM guests visiting the community of Girdwood (ongoing)
- Quarterly attendance as GCC representation for the purpose of networking and promoting GCC at events such as Visit Anchorage or Anchorage Chamber luncheons. Must make 60-Second presentation to keep Girdwood top of mind.
- Coordinate all tasks related to membership drive: Membership Drive announcements, solicitation of new members and new advertising, collection of payment, weekly report to the board.
- Update member listings and website content (ongoing) which may include: member profiles updates, photo updates, calendar updates, social media integration, video uploads,
- Maintain calendar of events on GirdwoodChamber.com and Facebook page.
- Create social media campaigns to engage visitors and drive traffic to GirdwoodChamber.com
- Quarterly SEO review and report to the board.
- Coordinate and attend meetings which include: annual membership meeting (Jan), board retreat (Feb), Industry Day (May) and Membership Drive (Sept) and quarterly board meetings (March, May, August, November)
- Monthly Administrative duties include; prepare and send monthly membership newsletter, respond to leads and inquiries, book event / meeting venues, prepare meeting agenda and notes, timely distribution of materials to the board and membership, including meeting minutes, light bookkeeping and annual tax preparation.

Budget

- Desired start date: September 1, 2016
- Position is budgeted for 25 hours per month, with additional hours on approval during membership drive.
- Expenses will be reimbursed for attending industry events as required by the board of directors.
- Reports to the GCC board of directors
- Position is subject to an annual performance review